

NAVSTABREMINST 12450.1
B11
4 Oct 99

NAVAL STATION BREMERTON INSTRUCTION 12450.1

From: Commanding Officer, Naval Station Bremerton

Subj: CIVILIAN OF THE QUARTER/YEAR AWARDS PROGRAM

Encl: (1) [Award Nomination Form \(Non-Supervisory\)\(NAVSTABREM 12450/1\(6-99\)\)](#)
(2) [Award Nomination Form \(Supervisory\)\(NAVSTABREM 12450/2\(6-99\)\)](#)

1. Purpose. To establish selection procedures for the Naval Station Bremerton Civilian of the Quarter and Civilian of the Year Awards to formally recognize the contributions of appropriated and nonappropriated civilian employees.

2. Cancellation. Base Support Department Instruction 12451.2 is cancelled.

3. Information. Civilian of the Quarter nominations will be endorsed and submitted during the first week of the month following the end of a quarter. Nominations received after the submission date will be returned without action. Civilian of the Year nominations will be submitted for all Civilian of the Quarter awardees by their respective departments in February.

4. Applicability. This instruction applies to Naval Station Bremerton civilian employees and Navy Region Northwest civilian employees who are under the cognizance of the Commanding Officer, Naval Station Bremerton.

5. Award Criteria. The Civilian of the Quarter/Year Awards are designated to recognize employee efforts for exemplary accomplishments or actions, which contribute to the overall mission of Naval Station Bremerton. To be eligible for the Civilian of the Quarter/Year Award, the nominee must have been onboard Naval Station Bremerton a minimum of six months. Nominees for the Civilian of the Quarter/Year Award should be assessed on the qualities outlined in enclosures (1) and (2).

Award
Civilian of the Quarter
(Non-supervisory)
Civilian of the Quarter
(Supervisory)

Eligibility
Any NAVSTA non-supervisory
employee.
Any NAVSTA employee who directs
others in their duties.

Civilian of the Year
(Non-Supervisory)

Employees previously selected
as Civilian of the Quarter.

Civilian of the Year
(Supervisory)

Employees previously selected
as Civilian of the Quarter.

6. Procedures. The following procedures will be followed:

a. The Administrative Officer will announce when nominations are due.

b. Department heads, supervisors, and any Naval Station Bremerton employee may recommend an employee for the Civilian of the Quarter Award. Nominations may cross organizational boundaries. All nominations will be made via and endorsed by the nominated employee's supervisor and department head. Nominations for Civilian of the Year will be submitted for all Civilian of the Quarter awardees by their respective department head or supervisor.

c. The period of consideration for which an employee is nominated for Civilian of the Quarter will be the three month quarter immediately preceding the nomination due date as specified in paragraph 3. The period of consideration for which an employee is nominated for Civilian of the Year will be the calendar year covering the quarter he/she was selected for Civilian of the Quarter.

d. Employees will be nominated for the most appropriate award per enclosures (1) and (2).

e. Nominations for Civilian of the Quarter may be submitted by any fellow employee to the Personnel and Administrative Division Officer and prepared in accordance with the format of enclosures (1) and (2). Nominations for Civilian of the Year will be submitted by the department head or supervisor of each Civilian of the Quarter awardee, using the same forms annotated "Civilian of the Year" at the top of the page.

7. Selection Committee

a. The selection committee will be facilitated by the Personnel and Administrative Division Officer, who will ensure continuity of selection standards and program equitability.

b. Each department head will nominate a member and an alternate to the Executive Officer for approval as serving in the selection committee. The selection committee will be comprised of a representative cross section of five civilian members on a

rotating basis. Each member will be notified of participation in the selection process for that quarter or year, serving a three-year term.

c. Should a board member be called to participate in the selection process but is not available/able, an alternate from the same department will fill in.

d. The Civilian of the Quarter selection committee will interview the person who nominated the candidate and rate each nominee by comparing his/her accomplishments against those of other nominees in the same category.

e. The Civilian of the Year selection committee will interview the nominating supervisors and each candidate to rate each nominee by comparing his/her accomplishments against those of other nominees in the same category.

f. The Civilian of the Quarter selection committee will meet the second Tuesday of the first month of each quarter (April, July, October, and January).

g. The Civilian of the Year selection committee will meet the second Tuesday of February each calendar year.

h. The selection committee's recommendation will be forwarded to the Commanding Officer for final approval.

i. If only one valid nomination for Civilian of the Quarter is received, the nomination will be evaluated by the selection committee and forwarded to the Commanding Officer for final disposition.

8. Recognition Awards

a. Employees selected as Civilians of the Quarter will be acknowledged with the following:

(1) Recognition at an awards ceremony.

(2) A letter of commendation.

(3) An official portrait which will be displayed on the Command Photo Board.

(4) Cash award.

4 Oct 99

b. Employees selected as Civilians of the Year will be acknowledged with the following:

- (1) Recognition at an awards ceremony.
- (2) A letter of commendation.
- (3) An official portrait which will be displayed on the Command Photo Board.
- (4) Cash award.
- (5) Tuition to Covey's, "Seven Habits of Highly Effective People."

c. Employees selected as Civilians of the Quarter will not be eligible for consideration within the same year.

9. Responsibilities

a. Upon selection for Civilian of the Quarter/Year, the Personnel and Administrative Division Officer will:

- (1) Prepare Letters of Commendation for Naval Station Bremerton Commanding Officer's signature on the selected employees.
- (2) Notify department administrative personnel to prepare Personnel Action Request (Form SF-52) for processing the monetary award.
- (3) Coordinate with the Command Master Chief to ensure the selectee's photograph is displayed on the Command Photo Board.

b. Public Affairs will coordinate photographic support and write an article for the newspaper.

/S/

J. A. HOLDEN

Distribution:

NAVSTABREMINST 5216.1

List I

CIVILIAN OF THE QTR (NON-SUPERVISORY) AWARD NOMINATION		
Name	SSN	Award Period
Job Title & Grade	Work Center	
Originator	Date	
<i>Non-supervisory employees should demonstrate a majority of the following qualities (please check all that apply):</i>		
<input type="checkbox"/> Displays pro-active attitude, respect for others, and proven organizational and mission support.		
<input type="checkbox"/> Actively participates in work group/team activities.		
<input type="checkbox"/> Improves existing processes.		
<input type="checkbox"/> Meets expectations, standards in contributing to station mission.		
<input type="checkbox"/> Maintains clear and sensitive communications with internal and external customers.		
<input type="checkbox"/> Displays active participation in command related programs.		
<input type="checkbox"/> List documented suggestions used within the workplace which have improved productivity and efficiency (i.e., Beneficial Suggestion Program, Bright Ideas Program, etc.).		
<input type="checkbox"/> List other contributions which have made the employee a more valuable Federal Government Employee.		
Please provide a short narrative in the space below in support of the items checked:		

CIVILIAN OF THE QTR (SUPERVISORY) AWARD NOMINATION		
Name	SSN	Award Period
Job Title & Grade	Work Center	
Originator	Date	
Leaders should demonstrate a majority of the following qualities (please check all that apply):		
<input type="checkbox"/> Actions which demonstrate the initiative to do things that make a difference.		
<input type="checkbox"/> Contributes to setting expectations, new standards, and achieving station mission goals.		
<input type="checkbox"/> Demonstrates effort in building cooperative, collaborative relationships (teaming).		
<input type="checkbox"/> Consistently contributes to high employee morale and their work group.		
<input type="checkbox"/> Actively participates in work group/team activities.		
<input type="checkbox"/> Displays active participation in command related programs.		
<input type="checkbox"/> List documented suggestions used within the workplace which have improved productivity and efficiency (i.e., Beneficial Suggestion Program, Bright Ideas Program, etc.).		
<input type="checkbox"/> List other contributions which have made the employee a more valuable Federal Government Employee.		
Please provide a short narrative in the space below in support of the items checked:		

NAVSTABREM 12450/2(6-99)

Department Head Endorsement _____

Enclosure (2)